

## Teacher Certification Career and Technical Education

NEW CTE ADMINISTRATOR  
Educator Certification Update  
September 2015

8/28/2015



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## Occupational Certificate Overview

- ▶ Occupational Certificates authorize an educator to teach in state-approved Career and Technical Education (CTE) programs.
- ▶ Educators in CTE programs must possess one of the following current/valid occupational credentials:

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## Occupational Certificate Overview (continued)

- ▶ **Interim Occupational Certificate**  
(initial license); OR
- ▶ **Occupational Education Certificate**  
(advanced license); OR
- ▶ **Full Occupational Authorization**  
(formerly Full Vocational Authorization - no longer issued but considered valid for those individuals who hold them)

If an educator does not hold one of the above certificates an Annual Occupational Authorization (AOA) may be granted to the school district.

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## Vocational Indicators

**Certificate Information**

Name: John Doe  
 Certificate #: [Redacted]  
 Certificate Type: Professional Education Certificate Renewal  
 Program: Secondary

*This is not a teaching endorsement. Placement of an individual in a state-approved CTE program with the vocational indicator who does not also hold a valid occupational certificate is inappropriate.*

**Certificate Endorsements**

Subject/Grade Level	Institution	Unfulfilled?	Validated Date
BUSINESS EDUCATION(GN) 6-12		No	
VOCATIONAL BUSINESS SERVICES(VBI) 6-12		No	

**Certificate History**

App #	Certificate Type	Status	Issue Date	Expiration Date	Institution
N/A	Professional Education Certificate Renewal	Expired	07/08/2009	06/30/2014	
N/A	Professional Education Certificate Renewal	Expired	08/03/2004	06/30/2009	
N/A	Professional Education Certificate	Expired	09/26/1999	06/30/2004	

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## Interim Occupational Certificate (IOC)

- ▶ Bachelor's degree
- ▶ Major/minor in occupational area
- ▶ 2 years (4,000 hours) of recent and relevant work experience in occupational area
- ▶ Professional Readiness Exam and appropriate subject area test
- ▶ Minimum of 6 semester credit hours of CTE coursework.

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## IOC Renewal Requirements

- ▶ 6 semester credit hours in a planned program from an approved teacher preparation institution; **OR**
- ▶ 6 semester credit hours appropriate to the content and grade level of the certificate at any regionally accredited college or university; **OR**
- ▶ Completion of an approved master's degree; **OR**
- ▶ 150 SCECHs appropriate to the grade level and content of the certification; **OR**
- ▶ Combination of credit hours and SCECHs (1 semester credit hour is equivalent to 25 clock hours).

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## Progressing to the Occupational Education Certificate (OEC)

- ▶ 3 years of successful teaching experience within the validity of the certification since the issuance of the initial IOC; **AND**
- ▶ Completion of a 3 semester credit hour reading diagnostics course; **AND**

**ONE OF THE FOLLOWING:**

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## Progressing to the OEC Continued

- ▶ 6 semester credit hours in a planned program of study; **OR**
- ▶ 6 semester credit hours appropriate to the grade level and content endorsement(s) of the certificate at any regionally accredited college or university; **OR**
- ▶ Completion of an approved master's degree; **OR**
- ▶ 150 SCECHs appropriate to the grade level and content endorsement(s) of the certificate; **OR**
- ▶ 150 hours of DPPD in accordance with Michigan School Code Section 380.1527; **OR**
- ▶ A combination of semester credit hours, SCECHs, and DPPD (1 semester credit hour is equivalent to 25 clock hours).

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## OEC Renewal Requirements

- ▶ 6 semester credit hours appropriate to the grade level and content at any regionally accredited college or university; **OR**
- ▶ 150 SCECHs appropriate to the grade level and content endorsement(s) of the certificate; **OR**
- ▶ 150 DPPD hours in accordance with Michigan School Code Section 380.1527; **OR**
- ▶ A combination of semester hour credits, SCECHs and/or DPPD (1 semester credit hour is equivalent to 25 clock hours).
- ▶ Renewal is valid for up to 5 years.

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### Annual Occupational Authorizations (AOA)

- ▶ Issued to school districts in state-approved career and technical education programs in grades 9-12
- ▶ Yearly posting and advertising
- ▶ Yearly review of work experience
- ▶ Expires August 31

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### AOA Requirements

- ▶ High school graduation
- ▶ 2 years (4,000 hours) of recent and relevant occupational experience (experience is considered recent if it occurred no more than six years prior to the date of application)
- ▶ License if applicable; i.e., health fields, cosmetology, NATEF, ASE, FAA

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### Credit Track Requirements

- ▶ AOA for previous year
- ▶ 1 credit toward certification between September 1 and August 31 of previous school year
- ▶ Posting and advertising not required
- ▶ Maximum - 8 consecutive years

First year of credit track is first year that credit track is approved by MDE - does not include previous year on AOA.

Failure to complete credit results in removal from credit track - no opportunity to return.

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## Application Process

- ▶ **August 1** - First day new school year
- ▶ **July 15** - Last day current school year
- ▶ Instructor may enter classroom **AFTER** application has been **submitted** in MOECS
- ▶ Payment for the AOA/Credit Track AOA is required within 30 days from the date of approval.

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## Obtaining a Michigan Education Information System (MEIS) Account

Districts apply for MEIS account via [www.mj.gov/meis](http://www.mj.gov/meis) to receive password and login for authorization to access the Michigan Online Certification System (MOECS).



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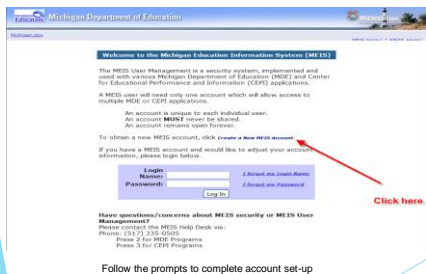
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## Obtaining a MEIS Account Continued



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## MEIS SECURITY AGREEMENT FORM

Obtain MEIS Security Agreement form via:  
[www.mi.gov/moece](http://www.mi.gov/moece). Fax completed form to OPSS.

The screenshot shows the Michigan Department of Education website. At the top, there is a banner with the Michigan Department of Education logo and the text "Click Here to go to the MOECS Login Page Michigan Online Educators Certification System". Below this, there is a section titled "INTRODUCTION TO THE MOECS" with links for "MOECS Training", "EDUCATOR APPLICANTS", "EDUCATOR PREPARATION INSTITUTIONS", and "SCHOOL DISTRICTS". The "SCHOOL DISTRICTS" link is highlighted with a red circle. Below this link, there are three bullet points: "• MEIS Security Agreement form for school districts/schools", "• Charter School Management Companies MEIS Agreement Form", and "• Substitute Staffing Agencies MEIS Agreement Form". The date "8/28/2015" is visible in the bottom left corner, and the "MICHIGAN Department of Education" logo is in the bottom right corner.

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## Accessing the Login Page

Access Michigan Online Certification System (MOECS) via  
[www.mi.gov/moece](http://www.mi.gov/moece) to apply for the AOA/Credit Track AOA requests

The screenshot shows the Michigan Department of Education website. At the top, there is a banner with the Michigan Department of Education logo and the text "Click Here to go to the MOECS Login Page Michigan Online Educators Certification System". Below this, there is a section titled "The Office of Professional Preparation Services now has facebook fan page! Like us on facebook and receive notification of the latest news and upcoming events at [www.facebook.com/MDEEducation](https://www.facebook.com/MDEEducation)". Below this, there is a link "Click Here to go to the MOECS Login Page" with a red arrow pointing to it. The date "8/28/2015" is visible in the bottom left corner, and the "MICHIGAN Department of Education" logo is in the bottom right corner.

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## Navigating MOECS

The screenshot shows the Michigan Department of Education website. At the top, there is a banner with the Michigan Department of Education logo and the text "Click Here to go to the MOECS Login Page Michigan Online Educators Certification System". Below this, there is a section titled "MOECS Home & Training | MOECS Support | MOE Home | Logout". Below this, there is a message "You have logged in as School District: ABC School" and a link "Change School District". Below this, there is a message "Please use the left navigation to choose the appropriate link to proceed further". Below this, there are three red arrows pointing to links in the left navigation menu: "To apply for AOA and Credit Track AOA click here.", "To look up certifications/authorizations click here.", and "To run reports for payment status for AOA and Credit Track AOA click here.". The date "8/28/2015" is visible in the bottom left corner, and the "MICHIGAN Department of Education" logo is in the bottom right corner.

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## Apply for AOA/Credit Track

Michigan Department of Education

MOECS Home & Training | MOECS Support | MDE Home | Logout

You have logged in as School District: **ABC School**

Apply for new AOA

AOA Type: 2013 - 2014

Apply

First AOA for instructor  
Initial Credit Track and renewals  
Renewal AOA for instructor  
Manage AOA  
AOA Bulk Payment

Michigan.gov Home | MDE Home | State Web Sites | Compliance  
Privacy Policy | Link Policy | Accessibility Policy | Security Policy | Michigan News | Michigan.gov Survey  
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## Search for Certificates/Permits/AOAs

Michigan Department of Education

MOECS Home & Training | MOECS Support | MDE Home | Logout

You have logged in as School District: **ABC School**

Profile Search: (Use an asterisk(\*) for partial first and last name searches)

Last Name: [ ] First Name: [ ]

Social Security Number: [ ] Personal Identification Code: [ ]

Date of Birth: [ ] Permit/AOA Appl #: [ ]

Certificate Appl #: [ ] National Guard/Reserves: [ ]

U.S. Armed Forces: [ ]

Name SSN Date of Birth PIC Application Number

Search by one or more

Michigan.gov Home | MDE Home | State Web Sites | Compliance  
Privacy Policy | Link Policy | Accessibility Policy | Security Policy | Michigan News | Michigan.gov Survey  
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## Reports

Michigan Department of Education

MOECS Home & Training | MOECS Support | MDE Home | Logout

You have logged in as School District: **ABC School**

Annual Authorization Report

School Year: 2013 - 2014

Authorization Type: [ ]

Application Status: [ ]

Select the year

Leave as Select

Click to view

Making your selection this way will allow you to view the status of all AOA and Credit Track AOA applications.

Michigan.gov Home | MDE Home | State Web Sites | Compliance  
Privacy Policy | Link Policy | Accessibility Policy | Security Policy | Michigan News | Michigan.gov Survey  
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## Reports continued

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## Manage AOA

The screenshot shows the 'Manage ACA' page for ABC School. A sidebar on the left contains navigation links, with 'Manage ACA' highlighted. The main content area shows a table of ACA applications. Below the table are three buttons: 'Pay Fee', 'Delete', and 'Send Reminder Email'. Red arrows point from the 'Delete' button to the 'Send Reminder Email' button, and from the 'Pay Fee' button to the 'Delete' button. A red circle highlights the 'Manage ACA' link in the sidebar. A red text box with an arrow points to the 'Send Reminder Email' button, stating: 'Your email address is correct before sending the reminder email by clicking on Manage Demographics on the left.'

Home You have logged in as School District: ABC School Manage ACA Charge School District

Manage ACA

( \* Required )

Social Security Number: XXXXXXXX Search

Name: John Doe

Application #	Permit/ACA Type	Approved Date	School/District	School Year	Status
121557	Annual Occupational Authorization	8/1/2014	ABC School	2014-2015	Pending

Pay Fee Delete Send Reminder Email

Your email address is correct before sending the reminder email by clicking on Manage Demographics on the left.

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## Resources

The screenshot shows the Michigan Department of Education website. The navigation menu at the top includes links for 'Michigan.gov', 'Michigan Department of Education', 'MDE Home', 'Site Map', 'Top Topics', and 'Contact MDE'. A search bar is located on the right. The main content area is titled 'About Teacher Certification' and includes links for 'Current Update', 'Features/Programs & Services', and 'Resources'. The 'Resources' link is highlighted with a red circle. Below this, a list of resources is displayed, including 'Appropriate Assignments for Elementary Certified Teachers', 'Classes That Can Be Taught: NCLE #299', 'CPE Program Endorsements for CTE Instruction', 'CTE Teacher Certification FAQs', 'Updated D910-13', 'Annual Consolidated Authorization Process for State Approved CTE Programs', 'Endorsement Standards', 'Certification Requirements by 50 States', 'First Aid and CPR Requirements for the Initial Certification of Michigan Teachers', and 'Facts about Teacher Permits'. A note at the bottom states that all permits, including substitute permits, are applied for by school districts, or their agents, and that individual CNA/CTC apply for any type of permits on their own behalf.

Michigan.gov

Michigan Department of Education

MDE Home Site Map Top Topics Contact MDE

Search

Michigan.gov Menu

Programs & Offices

Administrative Law & Federal Relations

Communications

Consumer Services

About Teacher Certification

Current Update

Features/Programs & Services

Resources

- Appropriate Assignments for Elementary Certified Teachers
- Classes That Can Be Taught: NCLE #299
- CPE Program Endorsements for CTE Instruction
- CTE Teacher Certification FAQs
- Updated D910-13
- Annual Consolidated Authorization Process for State Approved CTE Programs
- Endorsement Standards
- Certification Requirements by 50 States
- First Aid and CPR Requirements for the Initial Certification of Michigan Teachers
- Facts about Teacher Permits

All permits, including substitute permits, are applied for by school districts, or their agents, individuals CNA/CTC apply for any type of permits on their own behalf.

These documents may be found at:  
[www.michigan.gov/teachercert](http://www.michigan.gov/teachercert) under the heading Resources

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## Example

### CIP Program Endorsements for CTE Instruction

#### COMPLETE LIST OF STATE-RECOGNIZED SECONDARY CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM CIP CODES By Federal Career Cluster and Federal CIP Code

Updated January 2015

Current and Historical CIP codes for endorsements that can teach:

Notes an expanded certification and requires a statement of assurances

If teacher only has 150 CTE, they cannot be placed in any classroom other than a Michigan State Approved CTE program.

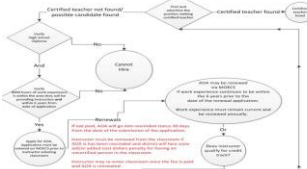
SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS CLUSTER			
14.4201	MECHANATRONICS	Provisional/ Professional/ Continuing teaching certificate not required	If appropriately certified teacher not available, may use: Annual Occupational Authorization
CIPs THAT ALSO MAY TEACH PROGRAM AREA			
<ul style="list-style-type: none"> <li>Architectural Drafting 17.1306</li> <li>Drafting and Design Technology/Architectural 15.1301</li> <li>Electrical/Electronics Equipment Installation and Repair General 47.0101</li> <li>Electrical/Electronics Maintenance and Repair Technology, Other 47.0199</li> <li>Electro-Mechanical Technology 15.0403</li> <li>Engineering Technology 15.0000</li> </ul>			
<ul style="list-style-type: none"> <li>Industrial Production 15.0612</li> <li>Machine Shop 17.2302</li> <li>Machine Shop 17.2303</li> <li>Machine Tool Technology/Machinist 48.0501</li> <li>Manufacturing Cluster 48.0599</li> <li>Mechanical Drafting 15.1306</li> </ul>			
<p>PLACEMENT OF TEACHER CANDIDATES WITH THESE CIPs MUST ALSO HOLD A VALID PROFESSIONAL/PROFESSIONAL/CONTINUING CERTIFICATE WITH 15, 16, or 18 AND OCCUPATIONAL CERTIFICATE WITH THE FOLLOWING:</p> <ul style="list-style-type: none"> <li>Blue Print Reader 17.0500</li> <li>Drafting 46.0101</li> <li>Electrical and Power Transmission Installation 46.0301</li> <li>Electrician, Electronics, &amp; Control Engineer 14.1001</li> <li>Electronics 17.1002</li> <li>Surveying Engineer 14.3801</li> </ul>			

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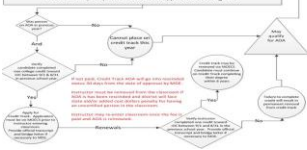
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#### Annual Occupational Authorization (AOA) Process for State-Approved CTE Programs



#### Credit Track (AOA) Process for State-Approved CTE Programs



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## Contact Information

Debbie Ryan  
Office of Professional Preparation Services  
[RyanD@michigan.gov](mailto:RyanD@michigan.gov)  
517-335-0585

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